



## RENEWAL AND REISSUANCE OF CREDENTIALS

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The renewal and reissuance policies for several types of credentials are explained below. Refer to the checked item(s) for information about your credential.

- ☐ The **clear** teaching or services credential may be renewed, without the completion of any additional course work or service requirements, by submitting an application (form 41-REN) and appropriate fee to the Commission office within six months preceding the expiration date of the credential.
- ☐ Regulations require that the issuance date of the clear credential be the same as the expiration date of your current credential, provided that the renewal application is filed within one year prior to the expiration date of the credential. If the application for renewal is filed more than one year prior to the expiration date, the new five-year credential will have the date the application was filed as its issuance date, decreasing the length of time the current credential is valid.
- ☐ Renewal of a **professional clear** teaching or services credential requires the completion of 150-clock-hours of professional growth activities pre-approved by a professional growth advisor and 90 days' experience during the five-year period. There are two methods to renew this document:
  1. Submit the Renewal and Reissuance Application (form 41-REN), complete the Professional Clear Renewal Self-Verification section, and submit fee.
  2. Submit an application (form 41-4), the original Professional Growth Plan and Record signed by your professional growth advisor, the original Verification of Successful Service form signed by your employer, and fees.

The issuance date for the professional clear credential will be the same as the expiration date of the renewed credential, provided that the renewal application is filed within one year prior to the expiration date of the credential. If the application for renewal is filed more than one year prior to the expiration date, the new five-year credential will have the date the application was filed as its issuance date. This gives you less time on that credential, and you will need to start the next set of professional growth and service requirements ahead of schedule.

If you do not complete the professional growth activities and/or the required experience during the five-year period that your professional clear credential is valid, you are eligible for a one-time, two-year extension of your professional clear credential to allow you time to complete the requirements. However, you may apply for this extension only once during your entire career as an educator. There is currently no penalty for allowing your professional clear credential to lapse, as long as you are not employed in a position requiring the credential. For complete information about professional clear credentials, consult your *California Professional Growth Manual* (copies are available from this office).

- ☐ The **five-year preliminary or level I** teaching credential cannot be renewed or extended. To continue to teach in the public schools of California, you must complete all of the requirements for the professional clear/level II credential before the expiration date of your preliminary credential.

If you are teaching when the credential expires and cannot renew, contact your employer about the possibility of acquiring an appeal to cover your service until you can complete the requirements.
- ☐ A lapsed **clear or professional clear Ryan or clear pre-Ryan** credential may be reissued effective the date an application is filed. No California public school service is authorized between the date the credential expired and the date the reissued credential becomes effective unless a "Request for Validation of Service without a Credential" is filed by the employer. Reissued general credentials, standard credentials, and Ryan credentials expire five calendar years following the issuance date.
- *The Commission is continually reviewing the existing statutes and regulations for credentials. If you are considering allowing your credential to lapse because you do not plan to use it in the near future, you may have to qualify under the new requirements when you decide to reinstate it.*

(continued)

- ☐ If your **partial** or **postponed pre-Ryan** credential has expired, or you qualified for a pre-Ryan credential but never applied, you must obtain a credential under current statutes in order to serve in the California public schools.

### **The Appeal Process**

If you are unable to complete your renewal requirements because of illness, injury, or other serious reason, or if you are unable to secure the recommendation of a California college or university with an accredited program (although you feel you have completed all of the requirements, or the equivalent), you may submit an application for an appeal directly to the Commission. The application should include **all** of the following:

- A letter explaining the reason for your appeal
- A completed application (form 41-4) **or** Renewal & Reissuance (form 41-REN)
- Appropriate fee(s)
- A complete set of official transcripts
- Applicable test scores
- A statement from the college or university explaining your status and why a recommendation for the credential cannot be submitted
- Verification of experience, if applicable
- Letter of support from current employer
- A statement from the attending physician
- Other applicable supporting documentation